

White House Security Form Instructions

As required by Secret Service, ALL visitors requesting a tour of the White House must submit their personal information in the following format and as it appears on your photo ID:

- **Last Name, First Name:**
These are the individual's first and last names **WITHOUT hyphens, dashes, or spaces.** If a guest has a hyphenated or multiple first or last names put them as a single word.
- **Middle Initial (MI):**
This should be a guest's middle initial or full middle name. **If a guest DOES NOT have a middle name please enter NMN (for No Middle Name).**
- **Date of Birth (DOB):**
DOB must be entered in the following format: *MM/DD/YYYY*
- **Social Security Number (SSN):**
A guest's social security number should be entered **WITHOUT dashes and must be 9 digits.**

Example: 123456789

****For non US Citizens, leave the SSN field blank****

- **Citizen (Y/N):**
Indicate the citizenship status in the following format in uppercase letters:
U.S. Citizen: Y Non- U.S. Citizen: N
- **Country:**
List the country of birth in this field. For the United States, **please use the two letter Country Code: US.** For all other countries please refer to the country code list on page two.
- **Gender:**
Indicate the gender in the following format in upper case letters:
Male: M Female: F
- **City:** List the current city of residence.

Example: Washington

- **State:** List the current state of residence.

Example: District of Columbia

**** For non US Citizens, list Washington, DC in the City and State fields. ****

Submitting your White House Security Form

- **Only ONE** security form is accepted per group.
- The security form **MUST** be saved as a .CSV (Comma Delimited) file and **CANNOT** contain punctuation or spaces, except for the slashes in the date field.
- Email your completed security form to Tour Coordinator, Cristina Villa, at AZ03.Tours@mail.house.gov.
- Your information will **ONLY** be handled by the Congressional Office and U.S. Secret Service.

Country Code List:

United States of America – US Afghanistan – AF Argentina – AT Canada – CD Cuba – CC Costa Rica – CR Dominican Republic - DR El Salvador – EL England – EN France – FN Germany – GE	Guatemala – GT Italy – IT Japan – JA México – MM Panamá – PM Perú – PU Russia - RA South Africa – SF Spain – SP Switzerland – SZ Syria – SY	Taiwan - TW Thailand – TH Tongo - TO Turkey – TY Uganda – UG Ukraine – UK Uruguay – UY Venezuela – VZ Western Samoa – WS Yugoslavia – YG Zimbabwe - RH
---	--	---

General White House Tours FAQs:

- Tours are scheduled by the White House on a first come, first served basis. Requests can be submitted up to six months in advance and no less than 30 days in advance. You are encouraged to submit your request as early as possible as a limited number of spaces are available.
- All White House tours are free of charge.
- White House tour hours:
 - Tuesday-Thursday: 7:30am-11:00am
 - Friday: 7:30am-1:30pm
 - Saturday: 7:30am-1:30pm
- All guests must submit security information regardless of age, including infants.
- Guest 18 or older must bring a valid government issued photo ID and the security information must match the photo ID to avoid delays at the guest entrance.
- Photocopies, expired IDs, or other transmissions of these documents are **NOT** valid.
- All foreign nationals, regardless of age, must show a valid passport to enter.
- The White House confirms or denies tours within two weeks prior to the requested tour date.
- Please note that White House tours may be subject to last minute cancellation.